

## Copy/paste procedure for IBIS indicator graphs into Powerpoint

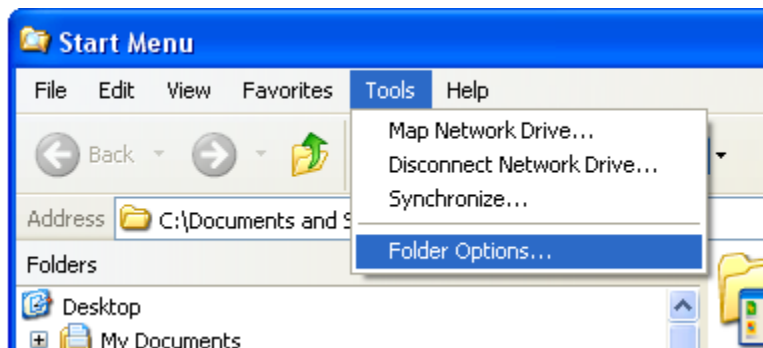
2/26/04

This document describes a three-step process: 1) Save the graph as an SVG file, 2) Open it in a browser and resize it, and 3) Copy and paste it into Powerpoint. There are easier ways, but the results are not satisfactory (fuzzy image, color palette change, etc.).

These instructions apply to computers with the SVG-Viewer program installed. For more on SVG-Viewer, use the link on the IBIS home page: <http://ibis.health.utah.gov>. As the SVG technology becomes more common, easier methods will hopefully emerge. But right now, this seems to be the simplest.

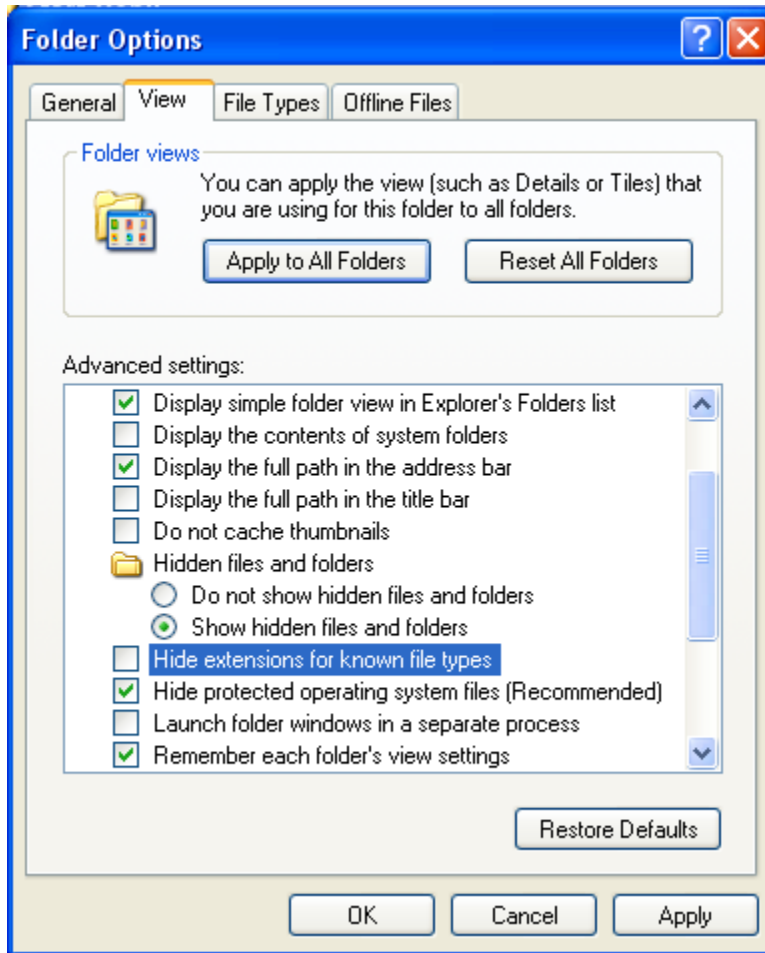
Before you start: Check to make sure that Windows on your machine is set up to make file extensions visible.

- a) Right-click on the “start” button, lower left of your screen.
- b) Select “Explore” to open Windows Explorer
- c) From the Tools pulldown menu, select “Folder Options”



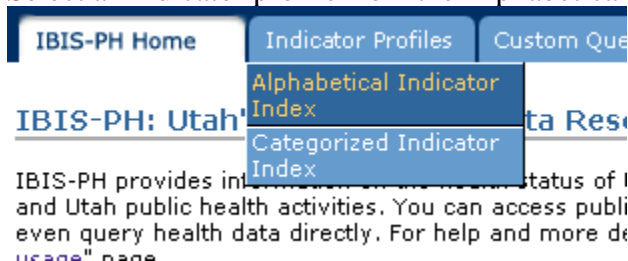
- d) Go to the area under the “View” tab, and find the selection for “Hide extensions for known file types”

- e) Make sure this selection is NOT checked.



Next bring up the desired graph on your computer

- a) Use your web browser to go to the IBIS website: <http://ibis.health.utah.gov>
- b) Select an indicator profile from the Alphabetical or Categorized list.



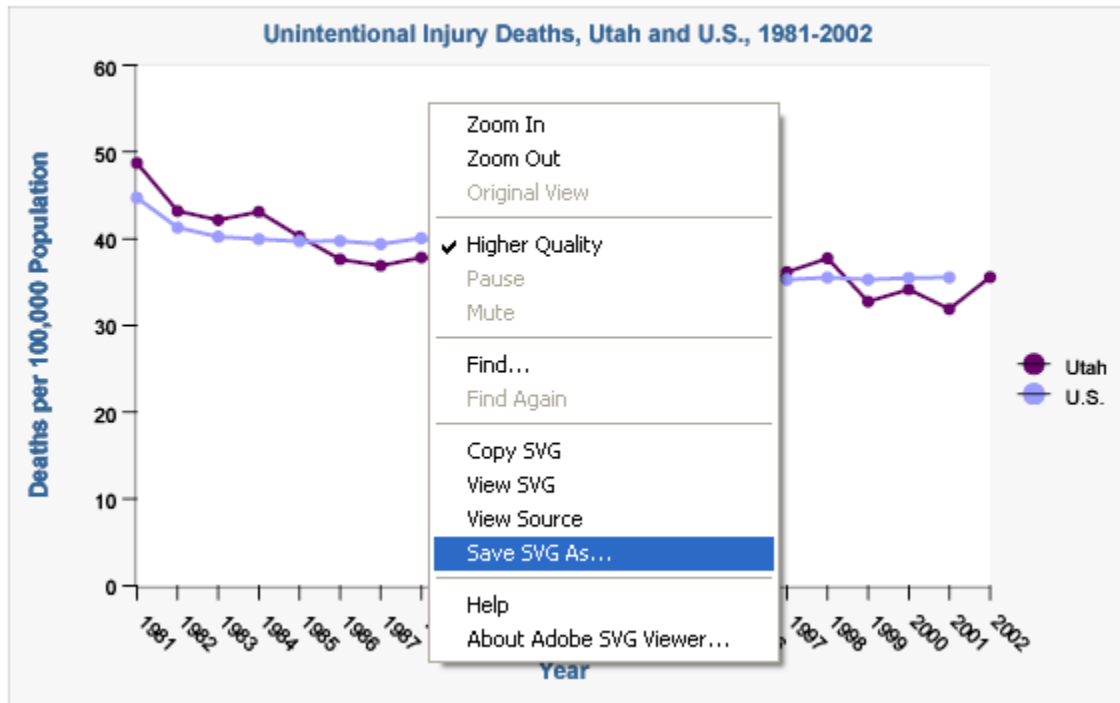
- c) Choose the graph view you want. If the graph provides confidence intervals, you may choose to display them by going to the printer-friendly version. (Click "Format this page for printing, upper right corner of screen.)

Steps to save the graph to Powerpoint:

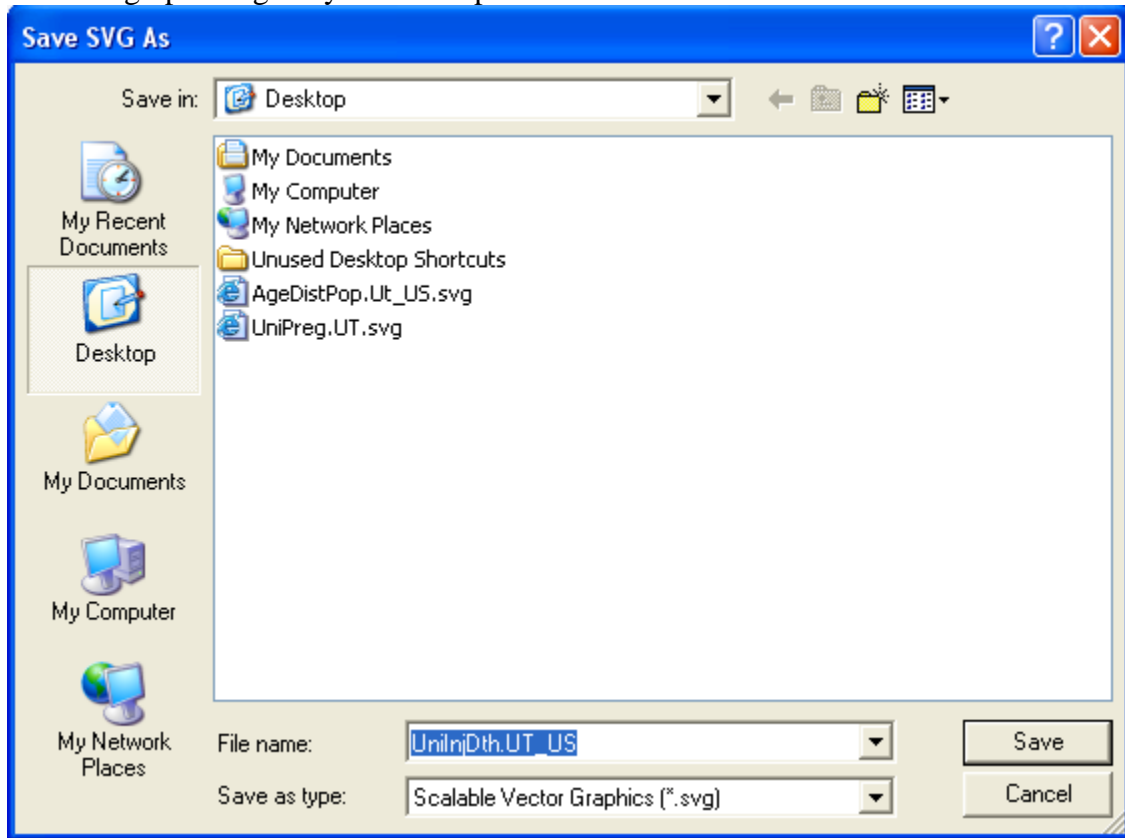
- 1) Copy the graph image to your windows desktop.
  - a) Use your mouse to right-click on the graph. Select “Save SVG as...”

#### Indicator Profile of Unintentional Injury Deaths

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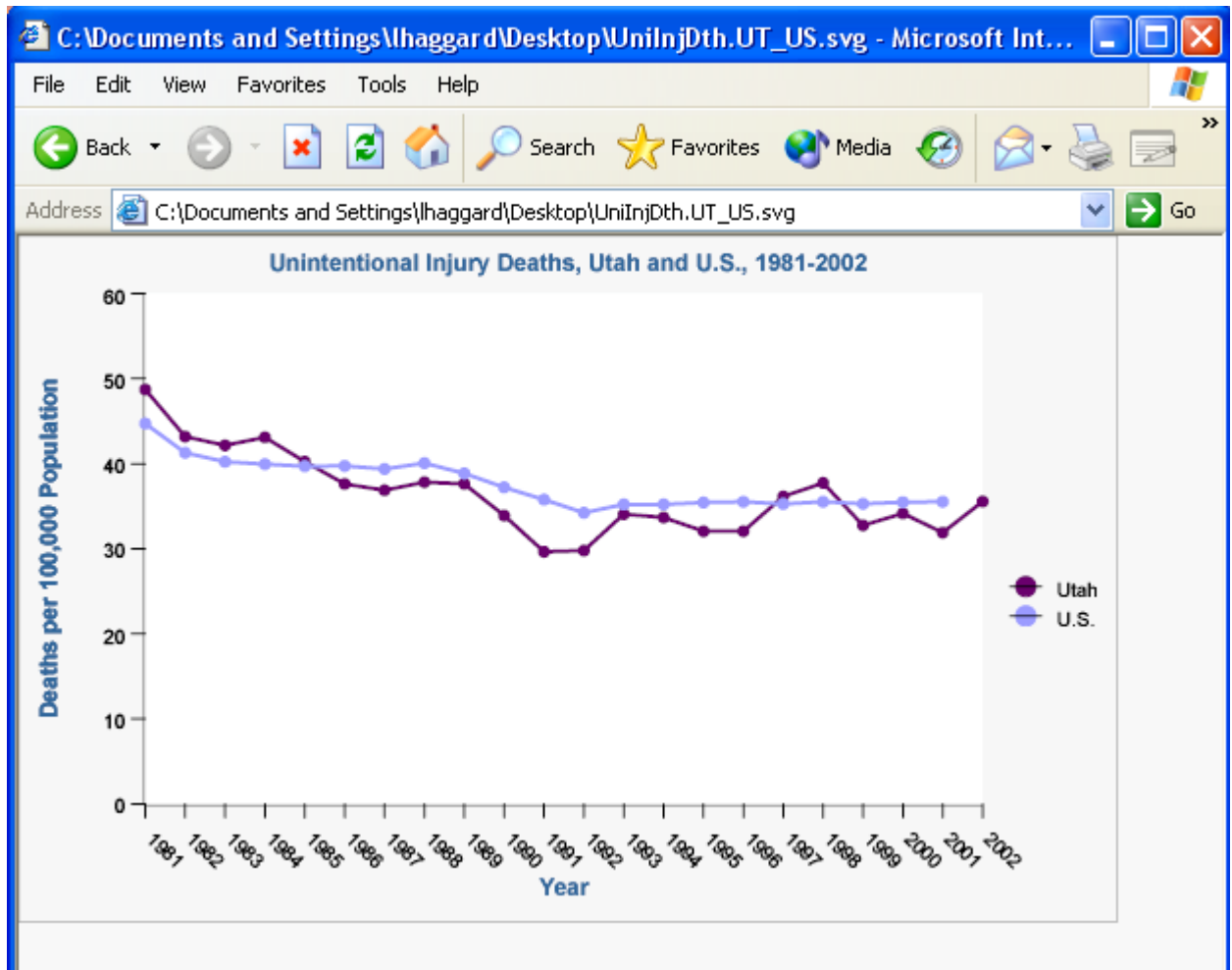



- b) Save the graph image to your desktop.



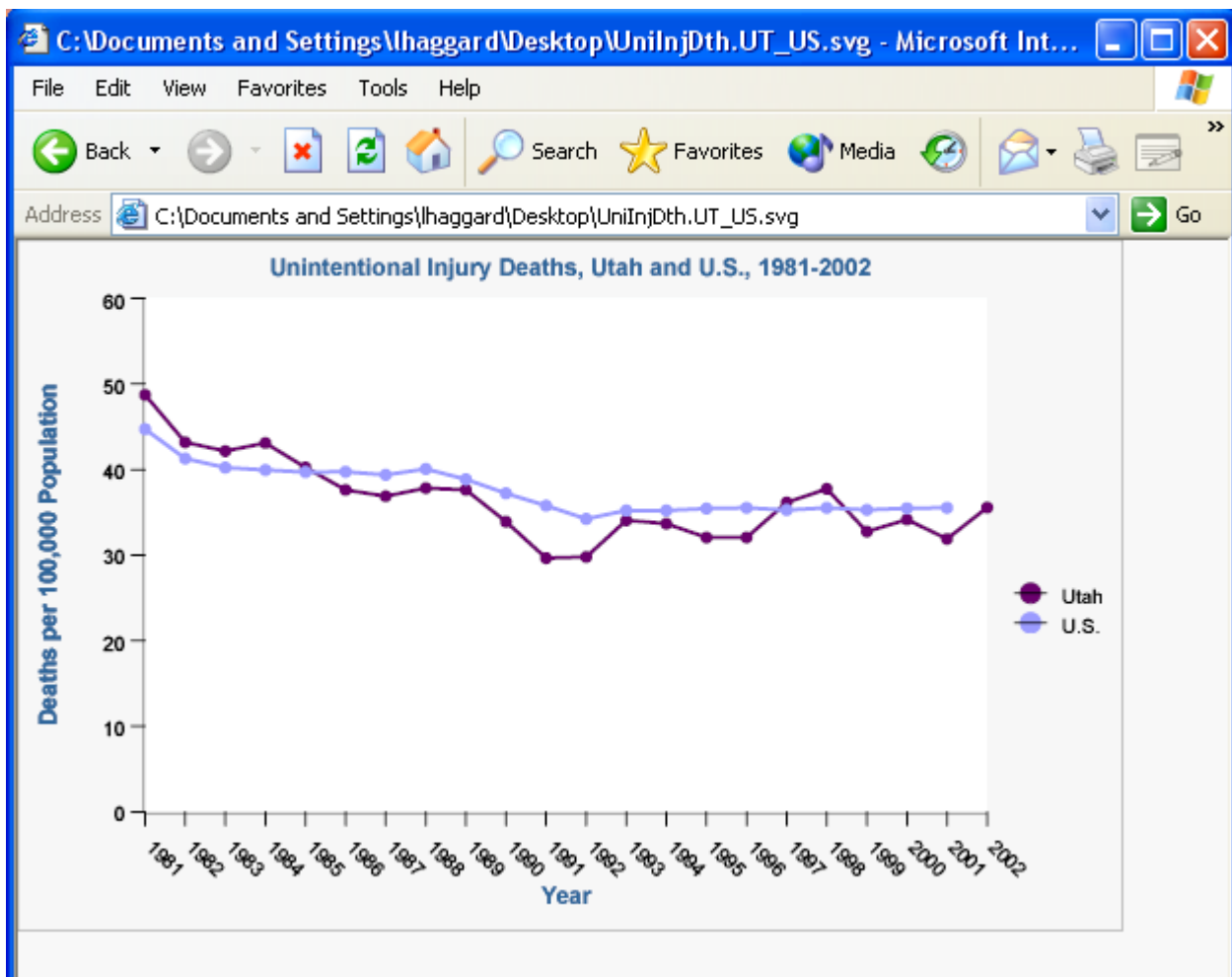
- 2) Resize the graph to the desired size.

- a) Reduce the size of your browser window and close all other windows.
- b) Check on your desktop to see that your file was saved with the file extension .svg
- c) Click on the file icon on your desktop, and drag it over into the browser window. The graph image should appear in your browser window.



- d) Open a MS Powerpoint window.
- e) Maximize the browser window with the graph in it.
- f) If you right-click on the graph, you can see “zoom in,” “zoom out,” and “original view” options at the top of the menu. “Zoom in” takes it too far, so you’ll want to use a more metered approach. But rest assured that you can always use right click to go back to the original view and start over if things get weird. Repeat the following steps until you find the right size. Repeating steps i-iii twice should be about right.
  - i) Place your mouse over the upper-right corner of the graph “plot area” – the white box. In the above example, this would be just to the right of the “60” at the top of the graph’s Y-axis.
  - ii) Hold down a Ctrl key on your keyboard. You should see a little zoom tool  appear.

- iii) Click and drag a rectangle over the plot area of the graph, going down slightly below the plot area on the bottom. (The rectangle needs to be in the center of the image, and tracing the plot area is an easy way to keep it centered.)



- 3) Copy and Paste the graph into Powerpoint
- Right click on the graph, choose “Copy SVG”
  - Go to your Powerpoint slide.
  - Paste the image into the slide, using any of the standard methods (“Ctrl-V” on your keyboard, click on the “Paste tool” on the toolbar, or select “Edit, Paste” from the menu).
  - You can do some last-minute resizing in Powerpoint, but once the image was pasted into Powerpoint, it became a bitmap. If you do too much sizing in Powerpoint, the image will begin to look fuzzy.